



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
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**HUMAN RESOURCE
MANAGEMENT DIRECTORATE**

JDRP-HR

15 January 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Modern to Modern (M2M) Transition—Personnel Action Processing

1. The Department of the Army will centralize Modern Defense Civilian Personnel Data Systems throughout the Continental United States beginning close of business Friday, 21 February 2003. As a result, there will be a "blackout" period from close of business 21 February 2003 through close of business 6 March 2003 when Modern will be unavailable to users for inputting and processing personnel actions. The "blackout" period impacts actions being processed for the pay periods beginning 9 February and 23 February 2003.

2. The following highlights the critical dates for activities to submit Requests for Personnel Actions (RPA) with a proposed effective date of **9 February 2003**:

- 24 January 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions, changes to lower grade, and position changes)
- 31 January 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

3. We have been encouraged to limit the submission and processing of actions with an effective date of **23 February 2003**. RPAs with an effective date for pay period of 23 February 2003 will not be processed until the new database is operational.

4. The only actions that can be submitted during the "blackout" period are true emergencies and must be coordinated with the HQDA Civilian Personnel Advisory Center (CPAC). Specific guidance on preparing emergency actions will be forthcoming. The following are considered true emergency actions:

- death
- removal
- extensions of appointments
- emergency accessions required for critical military, life and safety missions.

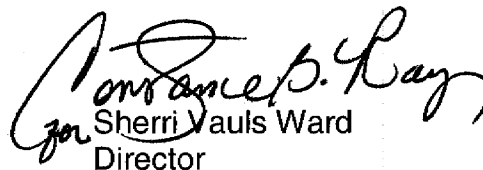


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5. Any RPA that remains in a manager or resource manager in-box in Modern as of close of business 21 February 2003 will have to be recreated by the activity after the "blackout" period. Therefore, you are encouraged to forward to the Northeast Civilian Personnel Operations Center (NECPOC) RPAs that are complete, accurate and ready to be processed. RPAs must have the appropriate documentation e.g., Gatekeeper Checklist, FASCLASS position description, etc. It is important that RPA documentation be accurate since work such as preparing vacancy announcements and classifying positions will continue during the blackout period. These RPAs should be submitted as soon as possible, but prior to close of business on 21 February 2003. Normal business practices apply to all RPAs forwarded to the NECPOC, i.e., incomplete RPAs will be returned. The only exception will be RPAs that the NECPOC is unable to review prior to the blackout period. If the NECPOC is unable to review the action for completeness and accuracy prior to the blackout period, the action will be retained at the CPOC until Modern becomes available. However, once Modern is operational, actions which are incomplete will be returned to the submitting official.

6. Activities should follow RPA Direct procedures for routing RPAs to the NECPOC. Your servicing CPAC specialist is readily available to assist you.

7. The successful implementation of the aforementioned guidelines will assist in the M2M transition. We regret any inconvenience.


for Sherri Vauls Ward
Director